

TenX – Accounts Payable Officer

We are looking for a detail-oriented and organized Accounts Payable Officer to manage and oversee our accounts payable functions. The ideal candidate will ensure accurate and timely processing of invoices, payments, and expense reports while maintaining strong vendor relationships. This role offers an opportunity to contribute to the financial success of our organization and work in a collaborative and supportive environment.

- Process a high volume of supplier invoices, ensuring accuracy and adherence to company policies.
- Verify invoices for appropriate documentation, coding, and approval prior to payment.
- Prepare and perform weekly, monthly, and quarterly payment runs, including checks, ACH, and wire transfers.
- Reconcile supplier statements and resolve discrepancies promptly.
- Maintain accurate and up-to-date accounts payable records in our accounting system.
- Assist in month-end closing activities related to accounts payable.
- Interact professionally with suppliers and internal stakeholders to address inquiries and resolve issues.
- Assist in the development and implementation of accounts payable procedures and best practices.
- Monitor and manage accounts payable aging to ensure timely payment of outstanding invoices.
- Collaborate with other departments to ensure efficient and accurate invoice processing.
- Generate and analyse reports to provide insights into accounts payable performance.
- Proven experience as an Accounts Payable Officer or in a similar role.
- Proficiency in accounting software and Microsoft Office Suite, particularly Excel.
- Strong knowledge of accounts payable principles and practices.
- Excellent attention to detail and accuracy.
- Strong organisational and time management skills.
- Ability to work independently and meet deadlines.
- Effective communication and interpersonal skills.
- High degree of professionalism and integrity.
- Bachelor's degree in Accounting, Finance, or a related field is preferred.

<https://example.org>